



## NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Aviation Resources Management Specialist D1891000 1C7XX, 1C0X2 PSN #: 009682431L	<b>RANK/GRADE:</b>  NTE SMSgt/E-8	<input checked="" type="checkbox"/> <b>NATIONWIDE</b>  <input type="checkbox"/> <b>NCANG MEMBERS ONLY</b>  <input type="checkbox"/> <b>ON BOARD AGR ONLY</b>	<b>ANNOUNCEMENT #:</b>  <b>ANG-AGR 2015-06</b>
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**UNIT, LOCATION, POC:**

**145 OSS, Charlotte NC**

**POC: Col Thomas Brown** [thomas.brown@ang.af.mil](mailto:thomas.brown@ang.af.mil)

**704.391.4315 DSN: 231.4315**

**OPENS: 13 March 2015 CLOSES: 10 April 2015**

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Interprets and administers laws and regulations regarding incentive pay and has sole approving authority to determine eligibility and entitlement to Aircrew Incentive Pay (ACIP), Career Enlisted Force Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP, (parachutist duty)) on all aviation related duties for personnel assigned to the Air National Guard unit. Determines eligibility and prepares Military Pay Orders authorizing awarding or recoupment of incentive pay actions based on Department of Defense regulations, Air Force Instructions and all governing laws. Develops validation processes to determine if assigned aircrew members meet incentive pay requirements in accordance with (IAW) various Department of Defense (DoD) and Air Force (AF) Regulations; reconciles ARMS records by comparing against documentation from Finance and Maintenance Operations Control; and ensures incentive pay entitlements are processed and reviewed and reconciled IAW established public laws. Advises aircrew members when pay entitlements change. Provides accurate and timely historical incentive pay records to the Air Force Audit Agency and Federal Aviation Authority (FAA) upon official request. Controls, and monitors the resource and training requirements of assigned rated and non-rated aircrew for mission accomplishment and safety of flight. Receives direction and coordinates aircrew management changes, suspension/disqualification actions, and changes in Flying Status Codes (FSC). Researches, validates, and interprets Air Force Instruction (AFI) Mission Design Series (MDS) specific medical and physiological requirements and flying and ground training requirements; and compares with higher headquarters mission training requirements to create the ARMS training table. Translates these requirements into aircrew training tables, profiles, reports, etc., and utilizes products to provide information to aircrew, senior leadership, training coordinators, commanders, and outside sources to include Numbered Air Force (NAF), Major Commands (MAJCOM), and Headquarters (HQ) U.S. Air Force (USAF) to show training requirements, overall training objectives, and accomplishments. Manages Wing Flying Hour Program by developing procedures for accurate and timely processing of flying hours and verifies accuracy with Logistics Group personnel to determine inventories of assigned, projected, available, and actual expenditure of hours. Develops and provides information and reports to reflect training accomplishments, pending training requirements, cost for flying hours expended and how this impacts year end goals for training and flying hours budget. Develops and executes procedures or checklists for in processing, out processing, auditing and self-inspections of flight record folders for all aviators to include written go-no-go procedures, pre-mission, and post-mission review; recording aircrew and aircraft flying hour data; and determining aviation service action for attached and assigned flying personnel as it directly affects mission accomplishment and safety of flight. Reviews a variety of documentation and ensures aviation personnel are assigned to the proper Aviation Position Indicator and verifies these indicators are mirrored on several Unit Manning Documents (UMD) including State Headquarters, Fighter Wing, Medical Squadron, Operations Group and Fighter Squadron. Authenticates and publishes aeronautical orders to start, suspend, disqualify or terminate aircrew member's requirement to perform operational flying or jump duties and awards aeronautical ratings, aviation badges; and assigns the appropriate aircraft Mission Design Series. Develops database queries to assist in identification of suspense actions or actions requested by senior leadership to include promotion boards, disciplinary boards, or commander specific requirements. Determines eligibility for aeronautical ratings in accordance with several Department of Defense guidelines and instructions. Determines the requirements to build Flight Evaluation, and Career Enlisted Aviator Aircrew Evaluation Board packages for higher headquarters coordination and approval. Develops and maintains procedures with outside agencies (i.e. FAA, Office of Special Investigation (OSI), etc.) to validate that aircrew medical requirements are in compliance and accomplished in accordance with appropriate Air Force Instruction. Provides individual aircrew aviation service and historical data to requesting civilian and federal agencies for several purposes to include aircraft accident investigations and the intent to hire purposes under FAA guidelines and according to the Pilot Records Improvement Act of 1996. Writes and revises several independent local operating instructions including Aircraft Accident Procedures. Coordinates matters with NGB, HQ MAJCOM, and service organizations staff personnel to obtain clarification or recommend changes to instructions and procedures. Serves as the wing focal point for aviation service actions for upward reporting. Develops and implements unique applications programs using base-level computers to meet the specific needs of the unit. Designs, develops, and modifies reports using System Query Language (SQL), locally developed computer programs, or ad hoc queries to provide management with data retrieved through selective manipulation of the database. Analyzes management report products to determine program adequacy and accuracy, negative trends, and initiates corrective actions. Performs the testing, and evaluation of new ARMS patches, updates, or releases and performs the installation of ARMS on computers for new users or on replacement equipment. Communicates with Air Force Major Command points of contact regarding ARMS updates for problems or desired

changes to system and to ensure ANG use of the ARMS program is compatible with the AF standards, i.e., aviation objectives, policies, plans, and concepts. Ensures that use of additional software products meet requirements for interfacing with Personnel, Finance, Medical, Maintenance, and Airfield Management as well as ARMS; are consistent with the management of the ARMS system; and cost effective for the intended use. Trouble shoots and recognizes system related problems, their possible causes, and repairs or requests system repairs to the proper authority or DoD agencies. Performs system hardware and software upgrades when required for ARMS data systems to ensure all users maintain minimum requirements. Establishes or modifies local operation procedures for providing data automation support through coordination with host Information Processing Center (IPC) and various users. Maintains, controls, and assigns security levels to users to ensure security of the database. Ensures all Standard Systems Group modifications and changes are implemented into ARMS in compliance with the base-level ANG requirements. Coordinates with the ARMS Working Group (AWG) and communications personnel to keep the system in compliance with AF standards and requirements. Maintains liaison with Local Area Network managers to ensure the proper use of computer systems. Writes and submits data automation enhancement, system maintenance, and deficiency reports to appropriate organization or agency. Reviews governing directives, policies, instructions, manuals, system databases, file structures and outside sources to analyze and resolve various system problems and develop processes to implement and verify aviation service eligibility. Performs Flight Services Specialist work within the Air Operations Division which is responsible for coordinating and maintaining liaisons with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search and rescue operations, and natural disasters. Works independently to provide aircrews with information and assistance for planning and conducting safe flight operations. Provides preflight briefings to military and civilian aircrews, reviews and evaluates proposed flight plans for technical accuracy and compliance with USAF, FAA, DoD and International Civil Aviation Organization directives, provides flight following as required on all flight plans and briefs Notices to Airmen (NOTAMS) as required prior to flight. Communicates with in-flight aircrew through use of UHF/VHF communications, to provide information regarding flight plans, clearances, advisories on local, en-route, and destination airfield conditions. Coordinates and schedules use of special military airspace including air refueling areas, military operating areas, and landing and drop zones. Maintains, issues, and destroys classified and COMSEC material for unit and transient aircraft. Coordinates and performs foreign object debris inspections on taxiing and parking areas. As required, activates secondary crash phone network for aircraft accidents, and in-flight/ground emergencies. Performs other duties as assigned

**QUALIFICATIONS:** Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: rated, career enlisted aviators, nonrated, operational support, and parachutist duty classifications and aviation management policies; aircrew and parachutist continuation and qualification training and upgrade; flying hour and flying incentive pay. International Civil Aviation Organization (ICAO); North Atlantic Treaty Organization (NATO); United States federal and military airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational areas.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Member must remain in the position to which initially assigned for a minimum of 24 months.

Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDD.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

(5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)

(6) Must have adjudicated Security Clearance before starting tour.

(7) Scan all documents and submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: [145fss.fulltimejobapplications@ang.af.mil](mailto:145fss.fulltimejobapplications@ang.af.mil) Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.